

**AMEDD Enlisted Commissioning Program
Guidelines
For
Army Enlisted Personnel**



FY 2019



Army Medical Department (AMEDD) Enlisted Commissioning Program (AECp) FY 19
Information and Application Guidelines

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I. Facts.

- A. The AECP provides eligible Active Duty, Reserve, National Guard or Activated Guard Reserve (AGR) Army Soldiers the opportunity to complete a Bachelor's of Science in Nursing (BSN) and receive a commission in the Active Duty component of the Army Nurse Corps (ANC).^{*} Participants continue to receive full enlisted pay and allowances while participating in the program. Participation is limited to 24 consecutive months of enrollment. Participants that are in a promotable status and their promotion sequence number or cutoff score is reached may be promoted while in the AECP.
- B. AECP is a fully funded program which covers tuition costs and fees, limited at \$15,000 per academic year. Additionally, participants receive \$1,000 book allowance per academic year. Program acceptance will result in a full cost move (permanent change of station (PCS)) to school of acceptance if necessary.
- C. In order to be placed on orders with AECP, the service member requires a 72 month enlistment contract from the start date of school. Twenty-four months cover the participant while in school; 48 months covers the service obligation after graduating if the service member is unable to commission. If all requirements are met, the participant on commissioning will incur a 48 month active duty service obligation as an ANC Officer.
- D. Application deadline for FY 19 is **1 July 2018** to the Health Services Directorate (HSD), USAREC HQ. Selection board will convene on 21-23 August 2018. Exceptions for late applications will be considered on a case-by-case basis by the HSD leadership.

^{*} All graduates will have constructive credit as 66H equal 00-00-00 2LT.

II. Eligibility.

- A. Applicants must be eligible for appointment as a Regular Army commissioned officer under the provisions of AR 601-100. See the following for clarification on medical and fitness standards:
 - 1. Applicants must be medically qualified for a commissioning appointment IAW AR 40-501 Chapter 2, DODI 6130.03 and in compliance with the height/weight requirements of AR 600-9. If required, a current Body Fat Content Worksheet DA 5500 or DA 5501 must be included (reviewed by the physician performing the physical).

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2. Soldiers with temporary and P3 profiles are not eligible to apply to the AECP (**non-waiverable**). P2 profiles require a waiver and will be considered on a case-by-case basis. The waiver approval authority is the Command Medical Officer, HQ, USAREC.
 3. **The physical must be less than 1 year old at the time of the board. For this board, the earliest acceptable date for the physical is 23 August 2017.**
Applicants must complete the full physical at either a military entrance processing station or military treatment facility. A completed commissioning physical when submitted must include all labs, drug screen, hearing exam, and supporting documentation. Supporting documentation is necessary if a waiver is required. Incomplete physicals will not be processed. The commission physical is not the same as a Periodic Health Assessment (PHA) or AR 40-501 Chapter 3 Retention Physical. *(Please provide this section of the guidelines to the physician performing the Chapter 2 physical if necessary).*
 4. Waivers are processed and forwarded for the appropriate action through the AECP program manager (pre-board and throughout the entirety of the AECP program) IAW AR 601-100, AR 135-100, AR 135-101, AR 40-501, and local USAREC policy to ensure that Soldiers remain eligible for appointment as a commissioned officer.
- B. Applicants must have completed training service obligation IAW AR 635-200 para 16-2 or AR 614-200 para 4-6 prior to reporting for AECP (waiverable). The report date for AECP will be the nursing school's mandatory start date. Waivers for training service obligation need to be requested via memorandum for record submitted to AECP program manager. The waiver will have to be accomplished prior to boarding for AECP. Waivers will be routed through the AECP program manager to the Accessions Management Branch, US Army Human Resources Command (HRC), subject to final approval by Chief, Accessions Management Branch.
- C. Applicants must be an Active Duty, Reserve or National Guard enlisted Soldier that is MOS qualified with a minimum of 24 months and no more than 168 months active duty federal military service at the time of the board (**non-waiverable**). Soldiers must also minimally hold the grade of E-4 at the time of the board (**non-waiverable**). Mobilized and IRR Soldiers are not eligible to apply to AECP.
1. All AR, ARNG and AGR applicants will have a grade determination done by HQ USAREC prior to Military Entrance Processing Station (MEPS) processing. In some cases there may be a reduction in rank due to MOS grade strength requirements.

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2. IAW AR 601-210 Section 3-8c (2) all AR, ARNG and AGR applicants who are single parents are ineligible to apply for the AECF (**non-waiverable**).
- D. Applicants must not be older than age 41 by the applicant's earliest possible commission date (**non-waiverable**). While Title 10 U.S.C subsection 532(a) (2) and AR 601-100 par 1-9 mandates individuals be younger than 42 years old on an individual's commission date, AECF participants may require additional time in lieu of their academic program or more time to meet commissioning eligibility beyond their projected commission date. As a result, AECF requires a year buffer between the Soldier's earliest possible commission date and turning 42 years old. The earliest possible commission date is calculated by adding three months to the applicant's projected graduation date provided on the nursing school's letter of acceptance.
- E. Active Component Soldiers must obtain a conditional release from their Branch Manager at Human Resources Command (HRC) prior to the board convening. See Section IV paragraph B.13 for information regarding the conditional release memorandum.
- F. Applicants must have a minimum GPA of 3.00 as calculated from all college level courses of all transcripts submitted from all universities ever attended. A waiver is considered on an individual basis for Soldiers who have a cumulative GPA lower than 3.00 with a Science GPA of 3.50 or greater in the last 5 years. Waivers will be routed through the Corps Specific Branch Proponent Officer for the ANC (CSBPO-AN) by the AECF Director for approval. Any applicant who previously filed for **academic bankruptcy** is disqualified.
- G. Sound, working knowledge of written and spoken English language is required prior to boarding. Soldiers who are native to Guam, Puerto Rico or for whom English is not their primary language, must meet the English Language Comprehension standard as defined by a minimum score of 90 on the ECL Test or ALCPT and achieve an OPI rating of 2 plus in Comprehension and 2 in Speaking as prescribed by AR 621-5, paragraph 10-2d(2).
- H. Previous participation in the AECF and the reason for removal from the program for ANY REASON will be considered on a case-by-case basis through waiver protocol. Waivers will be routed through the CSBPO-AN by the AECF Director for approval.
- I. Applicants will not be considered if currently attending or scheduled to attend MOS training as a result of an approved reclassification, enlistment or reenlistment contract. However, if scheduled to attend training, Soldiers may request cancellation of a voluntary reclassification or waive the reenlistment contract IAW AR 601-280.

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III. School Selection / Acceptance.

A. The nursing school program must:

1. Not be greater than 24 months from start to graduation in order to obtain the accredited BSN degree.
2. Be within a **100 mile** radius of a **Military Treatment Facility (MTF)** in order for the participant to receive medical benefits/coverage while attending school.
3. Not exceed \$15,000 tuition and fees per academic year. Additionally, participants are not authorized to privately fund the tuition and fees cost above the \$15,000. The university must provide a letter of understanding to waive the cost of tuition and fees above the \$15,000 in order for the applicant to attend the school. Any such waiver must be explicit in that it will keep the tuition and fees cost of their program under the current \$15,000 per year and will cover the entire 24 months that the AECF participant will be attending. The use of the Montgomery GI Bill, Post-911 GI Bill or any other types of Grants, Tuition Assistance or Student Loans is **NOT** authorized for use while participating in AECF.
4. Have no more than 2 online classes. All online classes cannot be associated with a lab or a clinical. AECF will not fund elective courses that are not required for conferral of the BSN. AECF prohibits participants taking any classes other than upper division nursing specific courses while in the program. "Filler" classes to maintain fulltime student status are not authorized.
5. Must have active accreditation from an agency recognized by the U.S. Secretary of Education. The two accrediting agencies are the Accreditation Commission for Education in Nursing (**ACEN**) and the Commission on Collegiate Nursing Education (**CCNE**).
6. Must have a "first time" NCLEX pass rate of 90% or higher the year prior to the board.
7. Must be taught in English only.

B. The participant chooses the school of their choice given the school meets AECF eligible criteria. AECF does not establish course prerequisites. The nursing school establishes course prerequisites. Required classes vary with each school. Tuition assistance (TA) is available through the applicant's local Education Center for funding nursing school prerequisites as needed (given the service member is

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eligible). The following courses are generally required by nursing schools prior to enrollment into the upper division BSN program:

1. Math/Statistics - 6 hours
2. Natural Sciences - 23 hours (Anatomy and Physiology, Chemistry w/lab, Micro-Biology w/lab)
3. Social Sciences - 9 hours (Psychology/Sociology/Growth and Development)
4. English - 6 hours (usually include English Comp)
5. Humanities (Literature/Philosophy)- 3 hours
6. History - 6 hours

IV. AECF Board Packet Assembly:

A. Board packet preparation - application documents

1. USAREC Form 601-37.6 Preboard Application Checklist should be utilized to ensure all documents are completed and submitted. Forms can be found on the AECF website in the AECF Application Process folder. The UF 601-37.6 needs to be signed by both the applicant and their Company Commander (O-3 or above).
2. DA Form 61 (application for appointment) - Complete items 1, 2, 6, 7, 8, 9a, 9b, 10, 11, 12, 13, 14, 15, 16, 17- also add your enterprise email address in that block, 18, 19, 20a-c, 21a-e, 22, 23a, 24, 25, 26, 27, 28, 30, 31a-e, 32, 33, 38 and 41. Digitally sign the DA 61 using Common Access Card (CAC) and date bottom of page 3, block 42. Ensure that you pay close attention to guidelines when completing DA Form 61. Failure to follow guidelines may result in immediate termination from application or termination from the program. Ensure that you list all dates of service from other branches or if you have breaks in service from the ARMY. The entries must match your DD 214's and/or NGB 22's. The DA 61 must list all schools that you have attended. The schools may be carried over into the page 3 remarks if needed and schools listed must match those listed on the UF 601-37.44. The DA 61 may be found on the AECF web page in the AECF Application Process folder.
 - a. Include all required supporting documentation when requesting waivers for a moral/law violation (See item 26 of the DA Form 61 "Yes" answers).

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Supporting documentation includes, but is not limited to, original citation, court documentation, legal memorandums, and Military Personnel Division (MPD) verifying documentation.

- b. Ensure that all information on DA Form 61 block 26 is honest and complete. This includes minor traffic violations and any law violations no matter the outcome.
3. Commissioning Physical Examination - Applicants must submit a commissioning physical IAW AR 40-501, Chapter 2 meeting medical standards for appointment as a commissioned officer IAW DoDI 6130.03.
 - a. The physical must be completed using the forms DD Form 2807-1 and DD Form 2808 and include all lab results, drug screen, hearing test, EKG, and DD Form 5500 or 5501 if required. Ensure that all items are completed on the DD Form 2808 and DD Form 2807-1 e.g. HIV, HCG, DAT, Color Vision, etc. If you have a permanent profile or a medical condition that requires a waiver, it needs to be submitted early in the process to allow time for approval/disapproval. A waiver typically takes up to 2 months to process. Submit all medical documentation related to a profile or disqualifying medical condition to include current treatment, medications (dosage, indication, and duration of medication treatment), supporting consultation documents and status with physical.
 - b. The physical (and all supporting tests and labs) must be **less than one (1) year old** at the time of the board.
4. Letter of purpose and intent - This brief but important letter provides an opportunity to directly address the members of the selection board. The letter permits you to provide information not contained elsewhere in the application, to clarify or amplify application documents, and to explain your particular qualifications for AECP.
 - a. The letter should be **no more than one page** in length; typed single spaced.
 - b. Include your rank, name and DoD ID number in your subject line.
 - c. The first (and if needed second) paragraph should request selection into the AMEDD Enlisted Commissioning Program (AECP) with a brief statement expressing why the applicant should be considered and an explanation of why the applicant wants to be an Army Nurse.

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- d. In subsequent paragraphs, the applicant picks three of the “ARMY Values” that are important to the applicant, explain why they are important, and how the applicant excels at/with/through them.
 - e. The closing paragraph may include any other pertinent information that the board should know.
 - f. Write the letter using active voice. More than 1 person should review the letter. Use spell check.
5. Letter of recommendation (LOR) – A total of five LORs are allowed per packet. Each LOR should be in memorandum format and address the applicant’s duty performance, competency, oral and written communication skills, motivation, character, maturity, potential for successful completion of training/nursing school, and potential as an officer and a leader.
- a. Letter of Recommendation is required from the following individuals:
 - I. **Company Commander or higher.**
 - II. **Immediate Supervisor (i.e. NCOIC).**
 - III. **Chief Nursing Officer at an Army military treatment facility.**
 - IV. Others - no more than two (2).
 - b. Applicant should provide each LOR author with a copy of your application to assist in writing an objective recommendation.
 - c. All LORs included in the AECF application will be kept in the **original sealed envelopes** as received from the individual completing them until received and opened by the AECF Director.
 - d. The best LOR evaluates the Soldier during the preceding 12 months. It is highly recommended that the LOR be the last action completed prior to board deadline.
6. One complete set of official transcripts – Applicants must provide **official transcripts** for **ALL** undergraduate and graduate courses for inclusion in the application. Ensure name changes are noted on the DA 61 item 41 if transcripts are in former names. Transcripts stamped “Issued to Student” must be in a sealed envelope from the school. Transcripts in languages other than English must be translated prior to submission. A transcript showing grades for courses

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in progress at the time of application should be forwarded for inclusion in the application packet. It is the applicant's responsibility to ensure that official transcripts are stamped as official and are submitted with your application in sealed envelopes unopened to the AECF Director. Electronic transcripts are permitted if sent directly to the AECF Director from the school. If mailing transcripts, please send to:

**Commander, HQ USAREC
ATTN: RCHS-AN-AECF
1307 3rd Avenue
Fort Knox, KY 40121-2726**

7. USAREC Form 601-37.44 AMEDD Academic Program Worksheet

- a. Fill out completely and electronically (typed on computer).
- b. List **ALL** schools ever attended and degrees awarded, must match with information listed on the DA 61 section 21c and submitted transcripts.
- c. List all grades to include any "F", "U" grades or "WF" grades.
- d. Do not list ACE, AARTS recommendations or military training as classes on the Academic Program Worksheet unless your college has specifically awarded you quality points toward your GPA for these on a transcript.
- e. Calculate each part in Section III separately and place that calculation in the total block at the bottom of each part using the GPA calculator at:
<http://pages.cs.wisc.edu/~xiyang/gpacalc.html>
- f. Calculate your overall GPA, using the same GPA Calculator. The overall GPA will be calculated from all coursework ever taken, not only nursing prerequisites. Place the overall GPA in the remarks section.
- g. Classes with the same title and/or alpha numeric sequencing taken at different universities will be included in the cumulative GPA calculation. AECF will only recognize a replaced grade if done by the school where the class was retaken, and this replaced grade is reflected on the official transcript.
- h. The applicant must not have ever filed for academic bankruptcy (**non-waiverable**).

8. OMPF Records

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- a. Applicants in the rank of SGT or above must submit all Non-Commissioned Officer Evaluation Reports (NCOER's) DA Form 2166-8.
 - b. All DA 1059's (Service School Evaluation Report) the applicant has ever received.
 - c. All awards (submit only award certificates, not the DA 638's unless the award was downgraded from a higher award).
 - d. Include all prior service records, i.e. DD 214 and/or NGB 22 from all branches of service (if applicable) or if you had a break in service from the Army.
 - e. You may also include any other pertinent certifications i.e. EFMB or Professional license. Don't include BCLS, ACLS, TNCC, etc.
9. Soldier Record Brief (SRB) or (2-1 /2A) Personnel Qualification Record - The Soldier must review the SRB for accuracy. Look closely at awards, decorations, and dependent/marital status, education level, etc. especially if in a dual military status. The Military Personnel Office (MILPO) must certify it as a true copy. Applicant must also sign this copy to verify its correctness. USAR/ARNG Soldiers will need to submit their 2A/2-1 if the SRB is not available.
10. Curriculum Vitae (Resume) - Must be typed and list all applicable data prior to joining the Army as well as while serving to include any prior service.
11. DA 705 APFT Card - Must have taken and passed the standard Army Physical Fitness Test (APFT) during the FY of application. A record APFT signed and verified by the CDR or 1SG with a **date no earlier than 1 Apr 2018** must be submitted with the application. Exceptions will be granted for waivers and deployed applicant on a case by case basis. All items must be completed to include Height, Weight and Body Fat if applicable. The APFT, Height/Weight and Body Fat must be signed by the CDR or 1SG.
12. DA Form 4187 Personnel Action - will be filled out electronically and digitally signed by both the applicant and the Battalion Commander.
- a. Item 1 "THRU" is the battalion commander's office. The applicant's battalion commander must sign this form with a signature date **on or after 01 April 2018**.
 - b. Item 2 "TO" will have the following: CDR, HQ, USAREC, 1307 Third Ave, Fort Knox, KY 40121.

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- c. Item 3 "FROM" is the office or individual that prepared the document.
 - d. Item 4-6 fill in as indicated. Item 7 leave blank.
 - e. Item 8, check "other (specify)" and enter "AECP"
 - f. The "Remarks" section must contain the following information:
 - I. Current Height and Weight IAW AR 600-9. Include "Body Fat Content Worksheet" results, if applicable.
 - II. APFT results (pass or fail) and date after 1 Apr 2018. Exception will only be granted to applicants applying for waivers and deployed applicants on a case by case basis.
 - III. Previous participation in ANY commissioning program (AECP, IPAP, ROTC, OCS, etc.) and reason(s) for inability to complete the program.
 - IV. "I have read and understand the FY 19 AECP guidelines". The Soldier will then place their initials at the end of this statement.
 - V. "I understand that prior to my AECP report date, I must complete any service requirement gained from completion of an ASI or MOS producing course". The Soldier will then place their initials at the end of this statement.
13. Conditional Release Memorandum - signed by their respective branch chiefs through their career manager granting a conditional release tentative on acceptance to AECP; must accompany application packet. The Soldier as needed should provide Human Resources Command with the AECP Director's contact information for HRC's verification. The AECP Director highly recommends working through unit correspondence to receive a conditional release memorandum from the branch manager for this requirement.
14. DD Form 368 Request for Conditional Release - Reserve component Soldier's only. Does not apply to AGR Soldiers. To be filled out by AR/NG Soldiers, and signed by appropriate authorities for approval in the AECP.
- a. AR Soldiers will submit a DD Form 368 through their chain of command both to board and again after the board if selected once they have received their unconditional letter of acceptance requesting Conditional Release to transfer to the Active Component. The DD Form 368 must be signed IAW the current OCAR Memorandum, Subject: ARMY Reserve Conditional Release Policy.

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- This message provides instruction on how to process a conditional release for AR applicants to obtain a required discharge order from their current unit. All AR Soldiers require a DD Form 368 signed or endorsed by their Battalion Commander in order for their application to be reviewed by the board.
- b. Once boarded, USAR Soldiers must have a DD Form 368 signed IAW current OCAR policy which states that for Soldiers with more than 24 months in the Selected Reserve approval/disapproval authority rests with the Major Subordinate Command (MSC) who may delegate it to the first General Officer in the Soldiers chain of command. For Soldiers with less than 24 months in the selected Reserve the approval authority rests with HQ, USARC. Note this only applies to USAR Soldiers. All AR, ARNG and AGR Soldiers will be brought back onto Active Duty status via MEPS processing.
 - c. Of special note while preparing to board, in order to process through the MEPS all *USAR, ARNG and AGR Soldiers must meet all enlistment requirements as a Prior Service Soldier as outlined in Chapter 3 of AR 601-210*. All AR, ARNG and AGR applicants will have a grade determination done by HQ, US ARMY Recruiting Command (USAREC) prior to MEPS processing.
15. Security clearance – If the applicant currently holds a Secret level security clearance, a letter from your G-2 or S-2 security officer must be sent with the application as validation. The applicant is responsible for a favorable adjudication of the Tier 3 (T3) investigation initiated by the respective G-2 or S-2 if the applicant does not currently hold a Secret level clearance. If the applicant does not hold a favorable adjudication of a T3 investigation, the Soldier is ineligible to apply to AECF.
16. Military Personnel Office (MILPO) Eligibility Statement - This statement, signed by a MILPO official (OIC, NCOIC E-6 or above, or GS civilian), verifies the applicant's eligibility to apply for participation in AECF. It will be used to ensure that the Soldier does not have any pending UCMJ action, bars to re-enlistment, flagged records, etc. Commanders may verify the information that the MILPO cannot. It is the responsibility of the applicant to ensure that this is included in the packet. This statement will verify that:
- a. A local records check has been made and the above named applicant is administratively qualified for appointment as a Commissioned Officer in accordance with AR 601-100.
 - b. The above named applicant does not have any pending or current UCMJ actions, bars to re-enlistment or flagging actions.

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- c. The applicant is not on PCS orders or pending reassignment.
- d. (Optional) If applicable, the applicant who holds MOS 68WM6 is currently licensed to practice as an LPN / LVN. (Attach a copy of state license.)
- e. This application is not in contravention of AR 600-8-2.

17. Copy of the most current PCS orders (all active duty applicants).

18. Conditional or Unconditional Letter of Acceptance (LOA) to the School of Nursing from the university the applicant plans to attend. The LOA (regardless of type) needs to state the following:

- a. Expected start date (day/month/year).
- b. Expected graduation date (day/month/year) at a minimum, graduation date must reflect a month/year. This must indicate the program can produce a BSN for the applicant in less than 24 months.
- c. BSN producing accreditation (Commission on Collegiate Nursing Education CCNE or Accreditation Commission for Education in Nursing ACEN) and the date that the last accreditation was accomplished (month/year). Regional accreditation without national accreditation is not authorized for AECF (or the Army Nurse Corps).
- d. Projected cost of program: Projected cost of tuition and fees must be calculated by academic year to include the summer sessions. The annual book stipend (\$1,000) and any optional fees will not be used in the tuition and fees calculation. If the total tuition and fees are above the \$15,000 limit per academic year including the summer session; the school must be willing to waive the excess. In the student's letter of acceptance, the accepting institution must state that will waive any excess tuition and fees over the annual tuition limit (\$15,000) for the student's entire program of study.
- e. The school's nursing program first time NCLEX pass rate (first time pass rate must be 90% or greater).
- f. The nursing school's address (used to determine if the school is within 100 miles of a military treatment facility).

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- g. If **conditional**, the LOA needs to provide all conditions that need to be met with a deadline in order to receive unconditional acceptance to the program. If more than 9 semester hours are required for an unconditional letter at the time of the board, the applicant will be deemed ineligible to board.
 - h. If **unconditional**, the letter needs to clearly and definitively state “unconditional” acceptance in the BSN producing program with all lower division prerequisites and all other requirements met.
19. DA 2125 Report to Training Agency - completed by the applicant in coordination with a school's academic advisor. The academic plan of study through the DA 2125 must show that the applicant will only be taking upper-division nursing specific courses.
- a. Must show the specific start date of classes (day, month, year) and at a minimum the projected graduation date (day, month, year).
 - b. All online classes need to be annotated as such (classes associated with a lab or clinical are required to be in-residence, cannot be online).
 - c. All classes that the Soldier will be taking must be listed by semester format to include the number of Semester Hours (SH).
 - d. The “From” and “To” dates for all Semesters of attendance must be completed with the month and year (at a minimum).
 - e. All classes will be 3rd and 4th year classes only i.e. NURSG 300 or NURSG 400. Classes such as ENG 101/102, HIST 101/201, HUM 101/201, etc. are considered to be pre-requisites that the Soldier must have already completed prior to starting their respective program¹.
 - f. The applicant must anticipate maintaining a full course load as defined by the school when considering applying to AECF.
 - g. The school advisor and applicant must sign and date on page 2 validating the nursing program curriculum.

20. If applicable, applicants must include a copy of their English Comprehension Language Test (ECLT) Results.

¹ Soldiers participating in the AECF that are found to be attending classes that were not a part of their original Plan of Study (DA 2125) are subject (at the discretion of the Program Director) to immediate removal from the program as well as recoupment through DFAS of all funds expended for tuition, fee and books from the start of the program up to the date of removal from the program.

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21. Waivers are available for medical and moral/legal issues and will be filed through the AECF program manager. GPA waivers are filed through the AECF program manager for recommendation. The GPA waiver with the AECF program manager's recommendation is forwarded to the CSBPO-AN for recommendation then to the Director of Health Services Directorate, USAREC for approval. Moral/legal waivers are directed in the same manner, but given the extent of the offense, a moral waiver may require CG USAREC approval or Assistant Secretary of the Army (ASA) approval, which can take up to 12 months. Medical waiver approval authority is reserved for USAREC Command Medical Officer, Ft. Knox, KY, and may take up to 6 months if necessary supporting documentation is not available.
22. Applicants must include ALL required documents in their packet on the initial submission. Packets must be complete and provided to HQ, USAREC NLT 01 July of the application year, or they will not be processed. Applications will not be returned to the originator. Do not staple or bind application documents. Do not place in binders or cover sheets. Place all documents in sequence and place in a 2 pocket folder.
 - a. Submission of Application.
 1. Submit application to: Commander, HQ USAREC, ATTN: RCHS-AN-AECF, 1307 3rd Avenue, Fort Knox, KY 40121-2726
 2. Place unstapled, unfolded documents in a manila file folder before mailing.
 3. Place the documents in order, using the guidance found on the "Application Checklist" at page 23. DO NOT USE DOCUMENT PROTECTORS.
 4. Each soldier submitting an application will receive acknowledgment of receipt, and a request to furnish any additional documents if necessary.
 5. Only complete applications will be submitted to the selection board. Use the "Application Checklist" to ensure that the application is complete. Applications will be returned if they are from ineligible Soldiers and/or incomplete at the time of the board.
 6. If selected, applicants will be notified via e-mail after final Human Resources Command approval has been granted. An official MILPER Message will also be generated.

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V. Post Board Responsibilities:

A. An Official MILPER Message will be generated to announce the board results. The message will be published only after Human Resource Command (HRC) has officially released the selectee's and alternates for participation in the program. This process can take up to 60 days.

1. **DO NOT** contact the AECPP Director once the board convenes to inquire about results.
2. Once notified of acceptance into the AECPP, the applicant must send post board documents to Program Director. Program Director will make contact to ensure all post board requirements are fulfilled prior to requesting orders from HRC. The AECPP Director will initiate final Human Resources Command clearance for all selectee's and alternates. HRC will provide final authority for AECPP selectee's to start full time study.

B. Military obligation

1. AECPP selectees must incur a 6 year enlistment from the start date of school, 24 months while in the program and 48 months following graduation. Soldier's may be required to reimburse the United States government for cost of advanced education for taking part in a fully funded long term civilian training program if they fail to complete the appropriate obligation as set forth in AR 351-3. If selected for AECPP and prior to being placed on orders, selectees must provide proof to the AECPP Director that they have either re-enlisted for 6 years from the start of the nursing program or that they are classified as indefinite per AR 621-1 para 4-9(2).
 - a. If required, service members will require enlistment with an extension and/or retention control point exception to policy in order to meet the 72 month enlistment obligation.
 - b. Selectees will need to work through their retention officer in order to facilitate the enlistment requirement.
 - c. Applicants selected as alternates on the order of merit list should refrain from re-enlisting as an obligation in AECPP unless they are officially notified of their selection into the program.
2. Appointment as a Regular Army officer in the Army Nurse Corps incurs a 4-year active duty service obligation (ADSO) that will eliminate any obligation as an

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enlisted service member. Once you have completed the AMEDD Officer Basic Leader's Course and arrive at your permanent duty station, send a request through your local military personnel office to merge your enlisted records with your commissioned record.

C. Soldiers both Selected and Alternates must keep the AECF Director at USAREC informed of all changes to their eligibility status. Such changes may include, but are not limited to:

1. Inability to complete required prerequisites and/or start their academic program within the FY of selection.
2. Inability to obtain an "Unconditional Letter of Acceptance" at least 60 days prior to start date at the expected school of attendance.
3. Changes in physical status to include pregnancy. AECF Director has the right to request a new body fat test at any time.
4. Changes in Moral Eligibility to include law and/or UCMJ violations.
5. Any flagging actions i.e. weight, APFT failure, etc.
6. All other changes or potential reasons for delay.
7. Soldiers with Exceptional Family Member Program (EFMP) family members need to be aware that they will have to meet additional requirements of HRC and the EFMP i.e. facilities and care available at the gaining installation. EFMP should be updated, if needed, to ensure that there is no delay in processing of orders.

D. Post board documents - in order to be placed on orders for AECF, those Soldiers that have been selected into the program will provide all post board documents no later than 60 days prior to their expected start of classes.

1. USAREC Form 601-37.60 Post Board Application Checklist - use the checklist to ensure that the post board documents are complete. This form must be filled out electronically (typed on computer), digitally signed (via CAC) by both the AECF participant and their company commander in the grade of O-3 or above. Participants must have this done within 60 days of starting their program, and no later than 30 June 2019 or participants may be removed from the AECF select status.
2. Unconditional Letter of Acceptance must contain the same information as indicated in paragraph B.18 of this document. If the information is not provided or

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the school does not meet the stated criteria, the AECPP selectee may be re-directed by the AECPP Director to attend a nursing school other than their primary choice.

- a. Ensure that the college/university understands that in-state tuition rates must apply. Schools will normally honor in-state tuition rates pending submission of a copy of the student's orders with duty at university. A signed letter from the Bursar of the university stating tuition will not exceed over \$15,000 must be submitted with or included in the Unconditional LOA (**Non-Waiverable**).
3. The DA Form 2125 Report To Training Agency is updated as applicable from the AECPP pre-board submission and must contain the same information as indicated in paragraph B.19.
 - a. While participating in AECPP a DA 2125 must be submitted to Program Director (PD) within 10 days of completion of each semester. This helps provide academic accountability while in the program, and provides the AMEDD budget office visibility that the Soldier will graduate in the projected time frame. Page one and two of DA 2125 must be completed in its entirety to include advisors signature with the date signed. Failure to submit the DA 2125 to the Program Director may result in disenrollment from the AECPP program.
4. USAREC Form 601-37.59 AECPP Contract - witnessing officers will ensure that the Soldier has read, understood and completed all items on the form prior to signing. The UF 601-37.59 will be signed by the Soldier's first commanding officer in the grade of O-3 or above unless the Soldier's current unit policy requires a higher level signature i.e. Battalion Commander, etc.
5. USAREC Form 601-37.61 Statement of Understanding - witnessing officers will ensure that the Soldiers has read, understood and completed all items on the form prior to signing. The USAREC Form 601-37.61 will be signed by the Soldier's first commanding officer in the grade of O-3 or above unless the Soldier's current unit policy requires a higher level signature, i.e. Battalion Commander, etc.
6. Active Component Soldier's must also include a copy of their last PCS orders.
7. USAR Soldiers must have a DD Form 368 signed IAW current OCAR policy which states that for Soldiers with more than 24 months in the Selected Reserve approval/disapproval authority rests with the Major Subordinate Command (MSC) who may delegate it to the first General Officer in the Soldier's chain of command. Note this only applies to USAR service members. For Soldiers with

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less than 24 months in the selected Reserve the approval authority rests with HQ, USARC. The DD Form 368 should be submitted 120 days prior to the applicant starting school.

8. Any updates and/or changes to eligibility. This is for any items required to ensure your continued program eligibility i.e. updated physical, promotion orders, etc.
- 9.
10. **DO NOT send an incomplete packet, have all documents complete IAW the Post Board guidelines.** The sooner a selectee submits the Post Board Packet, the sooner orders will be issued to report for school. Alternates should submit their Post Board Packet (with the exception of their enlistment) so if notified of activation from the alternate list they may be placed on assignment for school ASAP.
11. All Enlisted Soldiers are required to complete a Live Scan background investigation. To complete a Live Scan background investigation. See a local recruiter and you will provide the local recruiter are with the following codes: SON=676G, SOI=A334, OPAC/ALC=DA-EFSP.
12. Once you have submitted the Post Board Packet, the Program Director will review for completion and correctness. If there are any errors you will be notified via e-mail with a list of required corrections. Corrections should be addressed right away so as not to delay starting school.

E. USAR/ARNG and AGR applicants Additional Requirements

1. AGR Soldiers must be released from Active Duty (REFRAD).
2. AMEDD Recruiter will project selected USAR and National Guard Soldiers to Military Entrance Processing Station (MEPS) for active duty enlistment processing. Soldiers will be enlisted for 72 months under Soldiers qualified MOS.
3. Recruiter must initiate a Grade Determination workflow (through their Battalion Operations to HQ US ARMY Recruiting Command (USAREC)) on the Soldier to determine if the Soldier is MOS Qualified (MOS-Q) IAW Regular ARMY standards and current MOS end strengths. In order to process back through the MEPS all USAR, ARNG and AGR Soldiers must meet all Enlistment requirements as a prior service Soldier as outlined in Chapter 3 of AR 601-210. Soldiers should be aware that they may lose rank upon entry back onto Active Duty Status. Soldiers will **not** need to take another physical at MEPS as part of the processing.

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- F. Applicants must remain medically eligible before and after the board as well as during school enrollment and before commissioning. Pregnancy or other changes in physical status during the program **MUST** be reported to the AECPP Program Director **immediately**. Changes in physical status may require a new Commissioning Physical and/or a waiver process. Failure to do so will result in immediate removal from the program.
1. Soldiers are required, summer of their Junior and Senior year, to provide an updated commissioning physical and must remain fully qualified IAW AR 40-501 Chapter 2, DoDI 6130.03 and AR 600-9. Applicants must complete the full physical at either a military entrance processing station or military treatment facility.
 2. Soldiers will not be authorized to begin their Senior year until an approved physical is received by the Program Director.
- G. HRC assigns the AECPP participant to the AMEDD Student Detachment (ASD), Fort Sam Houston, TX with duty at the participant's college/university.
1. AECPP participant must comply with all AECPP requirements and ASD student requirements in order to remain eligible in AECPP.
 2. AECPP participants are also required to maintain a minimum overall GPA of 2.5 or above for the entire length of their program. Be advised that the attended nursing school may have a higher requirement.
 3. AECPP participants are required to maintain full-time student status during each semester and during the summer with the school's required courses. If a participant's school does not offer summer classes, ASD will attach the Soldier to a unit if the participant does not use leave. The attachment orders and leave must be coordinated through the ASD HR Supervisor at Fort Sam Houston, TX.
- H. Applicants must check with their PSB/PSC for their orders. The AECPP Director does not produce or provide AECPP report orders. Once orders are received the Soldier will immediately fax or scan/email a copy to the AECPP Director. Next, the Soldier will make contact with the Program Manager at AMEDD Student Detachment for all further in-processing instructions.

Applicable References:

AR 40-501 Standards of Medical Fitness

AR 351-3 Professional Education and Training Programs of the Army Medical Department

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- AR 600-8-2** Suspension of Favorable Personnel Actions (FLAGS)
- AR 600-9** The Army Weight Control Program
- AR 601-100** Appointment of Commissioned and Warrant Officers in the Regular Army
- AR 601-210** Active and Reserve Components Enlistment Program
- AR 621-1** Training of Military Personnel at Civilian Institutions
- UR 601-37** Army Medical Recruiting Program

Reference publications can be reviewed at: <http://www.apd.army.mil>

Contact Information:

AECPP Director
MAJ Tinika Nixon
Comm: (502)626-0361
DSN: 536-0361

AECPP NCOIC
SSG Richard Mitchell
Comm: (502)626-0389
DSN: 536-0389

ATTN: RCHS-AN-AECPP
HQ, USAREC,
1307 3rd AVE
FORT KNOX, KY 40121-2726

To learn more about the AMEDD Enlisted Commissioning Program log on to
<http://www.usarec.army.mil/mrb/AECPP/index.shtml>

Accreditation Commission for Education In Nursing (ACEN)
www.acenursing.net/acenursing/ACEN

The Commission on Collegiate Nursing Education (CCNE)
<http://www.aacn.nche.edu/accreditation/>

Army Nurse Corps
<http://armynursecorps.amedd.army.mil/>

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APPLICATION CHECKLIST

(Submit this checklist with application)

1. _____ SRB (ALL applicants)
2. _____ DA Form 4187
3. _____ MILPO Eligibility Statement
4. _____ A copy of your LAST PCS orders
5. _____ Commissioning Physical Examination (DD Form 2807/ 2808) AR 40-501, Chapter 2
6. _____ Verification of Security Clearance
7. _____ Letter of Purpose and Intent
8. _____ Letters of Recommendation
 - a. Applicant's Commander (mandatory)
 - b. Applicant's Immediate Supervisor (mandatory)
 - c. Chief Nurse Officer (mandatory)
 - d. Others not to exceed two (2)
9. _____ One set of official transcripts from ALL schools attended & USAREC Form 601-37.44
10. _____ Conditional or Unconditional Letter of Acceptance & DA Form 2125
11. _____ DA Form 61
12. _____ Request for Conviction Waiver Affidavits (if applicable)
13. _____ OMPF Records (NCOER's, All DA 1059's, awards, all prior service records to include DD 214 and/or NGB 22 from all branches of service, pertinent certifications i.e. EFMB or Professional license. Do not include BLS, ACLS, TNCC, etc.
14. _____ Curriculum Vitae (Resume)
15. _____ DA 705 APFT Card
16. _____ Other supporting documentation

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ENCLOSURE 1

HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND
FORT KNOX, KENTUCKY 40121-2726



RCCS (Originator's Office Symbol)

DD/MM/YYYY

MEMORANDUM FOR: Commander, USAREC, RCHS-AECF, 1307 Third Avenue, Fort
Knox, KY 40121-2726

SUBJECT: MILPO/PSB/PSC verification of applicant's eligibility for the AMEDD Enlisted
Commissioning Program for SGT Doe, Jane, 123-45-6789.

1. A local records check has been made and the applicant is administratively qualified for appointment as a Commissioned Officer in accordance with AR 135-100 and/or has prepared the necessary request(s) for waivers.
2. The applicant does not have any pending UCMJ action, bar to reenlistment and is not flagged.
3. There is evidence of a security clearance of secret based on a National Agency Check, which includes the date the clearance was granted or initiated.
4. The applicant who holds MOS 91 W/M6 is currently licensed to practice as an LPN/LVN.
5. The applicant is/is not currently on assignment or pending reassignment.
6. This action is/is not in contravention of AR 600-8-2.
7. POC is the undersigned at DSN 123-4567 or commercial 123-456-7890.

John E Doe
CPT, AG
Personnel

Army Medical Department (AMEDD) Enlisted Commissioning Program (AECF) FY 19
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ENCLOSURE 2

Department of the Army
(Your Unit address street)
(Your Unit address Post/zip code)



XXXX-XX

DD/MM/YYYY

MEMORANDUM FOR Commander, HQ, USAREC, ATTN: RCRO-HS-AN-(AECF),
Room 2002, 1307 3rd Avenue, FT Knox, KY 40121-2726

Subject: Letter of Purpose and Intent

1. Include your rank, name and DoD ID number in your subject line.
2. The first (and if needed second) paragraph should request selection into the AMEDD Enlisted Commissioning Program (AECF) with a brief statement expressing why the applicant should be considered and an explanation of why the applicant wants to be an Army Nurse.
3. In subsequent paragraphs, the applicant picks three of the "ARMY Values" that are important to the applicant, explain why they are important, and how the applicant excels at/with/through them.
4. The closing paragraph may include any other pertinent information that the board should know.

NAME
Rank/USA
Title

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ENCLOSURE 3

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND
FORT KNOX, KENTUCKY 40121-2726



XXXX-XX

DD/MM/YYYY

MEMORANDUM FOR Commander, USAREC, 1307 Third Avenue, Fort Knox, KY
40121-2726

SUBJECT: AMEDD Enlisted Commissioning Program request for Waiver for SSG
Public, John Q, 123-45-6789.

1. In accordance with AR 135-100 and the AMEDD Enlisted Commissioning Program Guidelines, I request a waiver for (type of conviction).
2. Explain the details of the incident; include any fines or incarceration time, as well as probation. The local Staff Judge Advocate office must notarize it.
3. I can be reached at the following address: 1010 Meadow RD, Anywhere, USA 56789; DSN 123-4567, commercial 123-456-7890, or email john.q.public.mil@mail.mil.

NAME
Rank/USA
Title